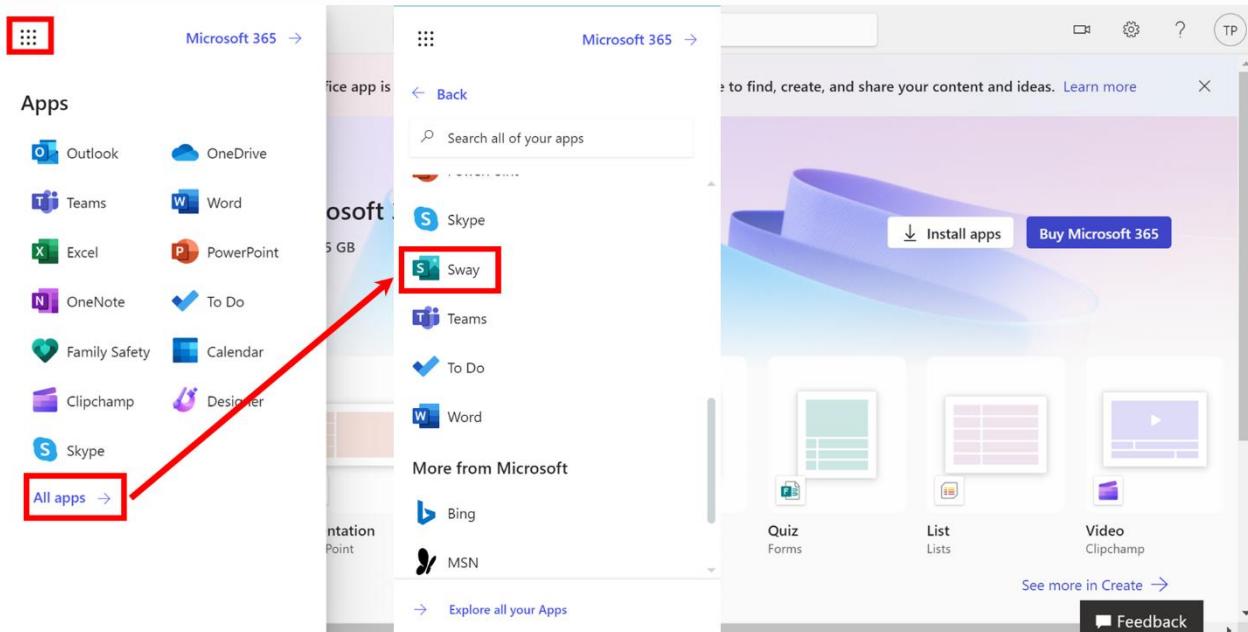




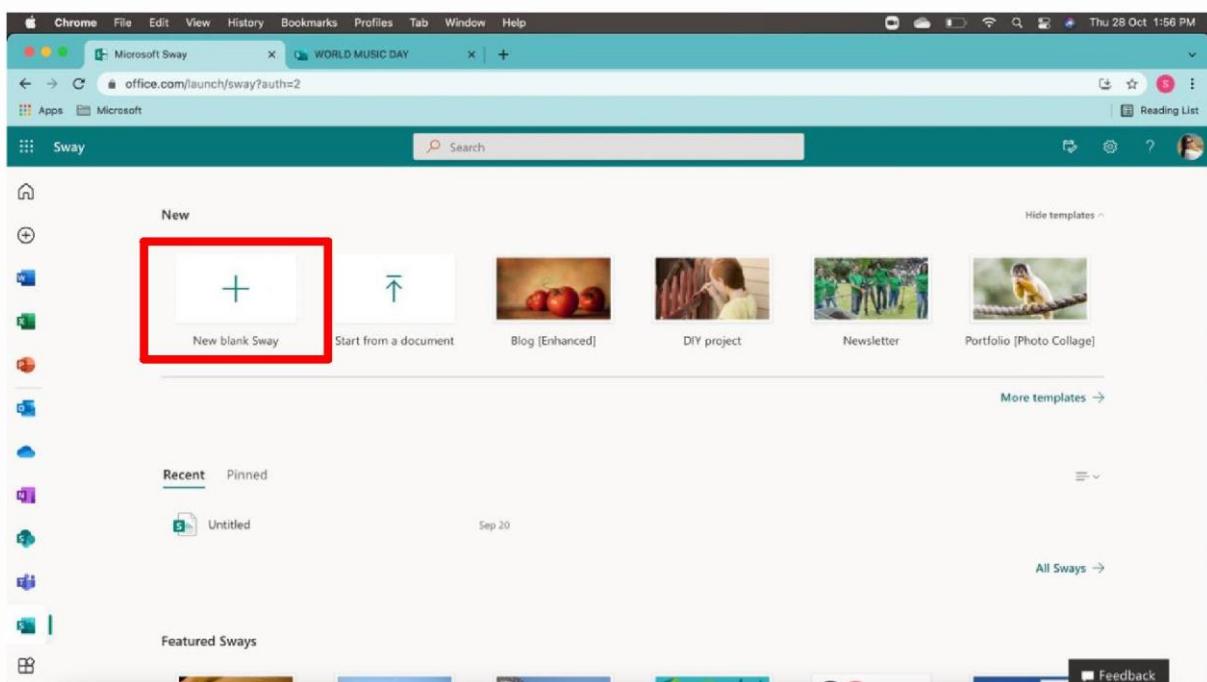
Pre-Classroom Notes - Sway

Sway

Step 1: Log in to www.office.com and enter your username and password shared by us. Click on 9 dots and click on All apps and from drop down click on Sway

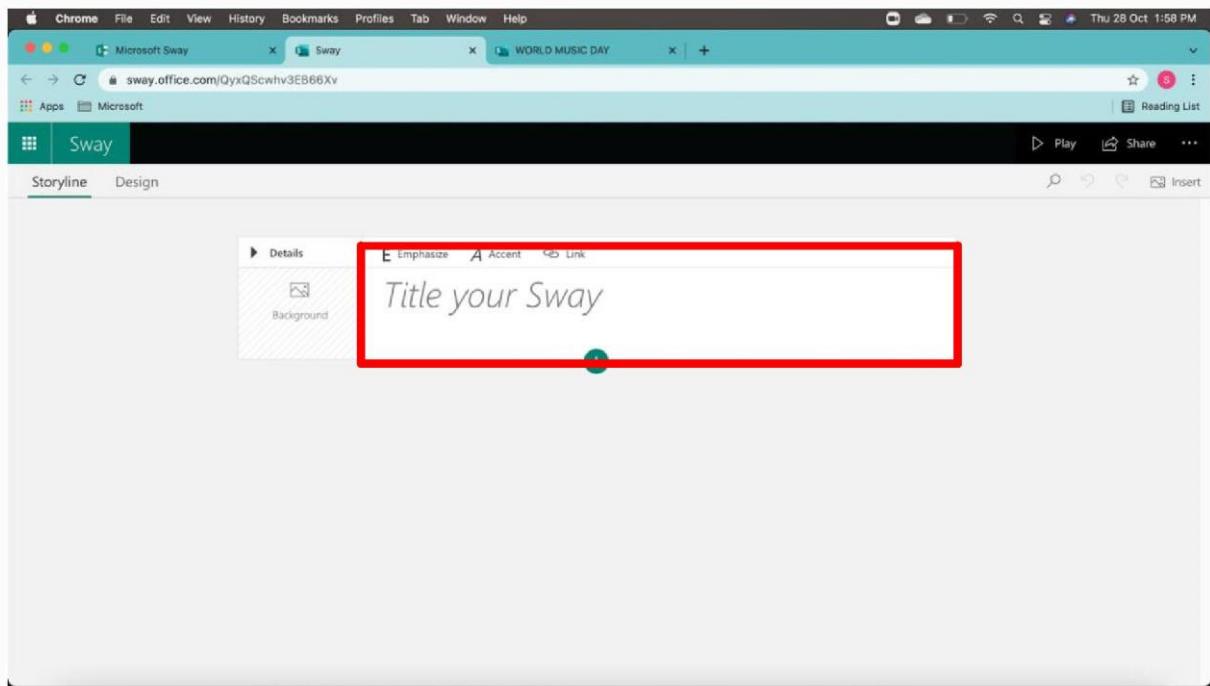


Step 2: Click on New Blank Sway

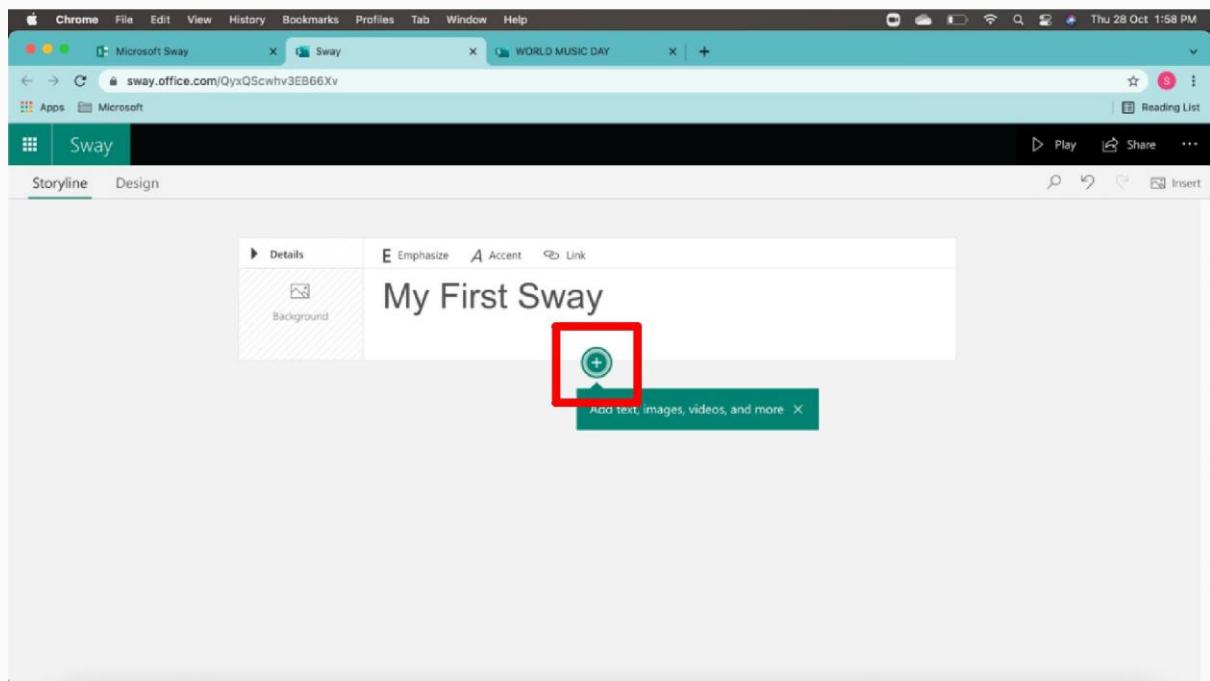




Step 3: Click on “Title your Sway”.

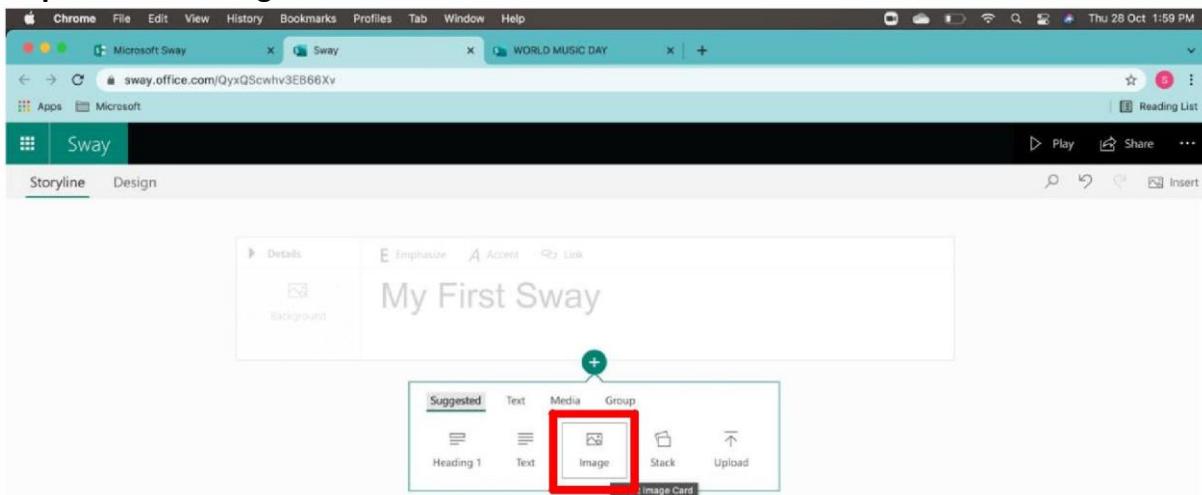


Step 4: Give a title “My First Sway” and then click on the plus sign

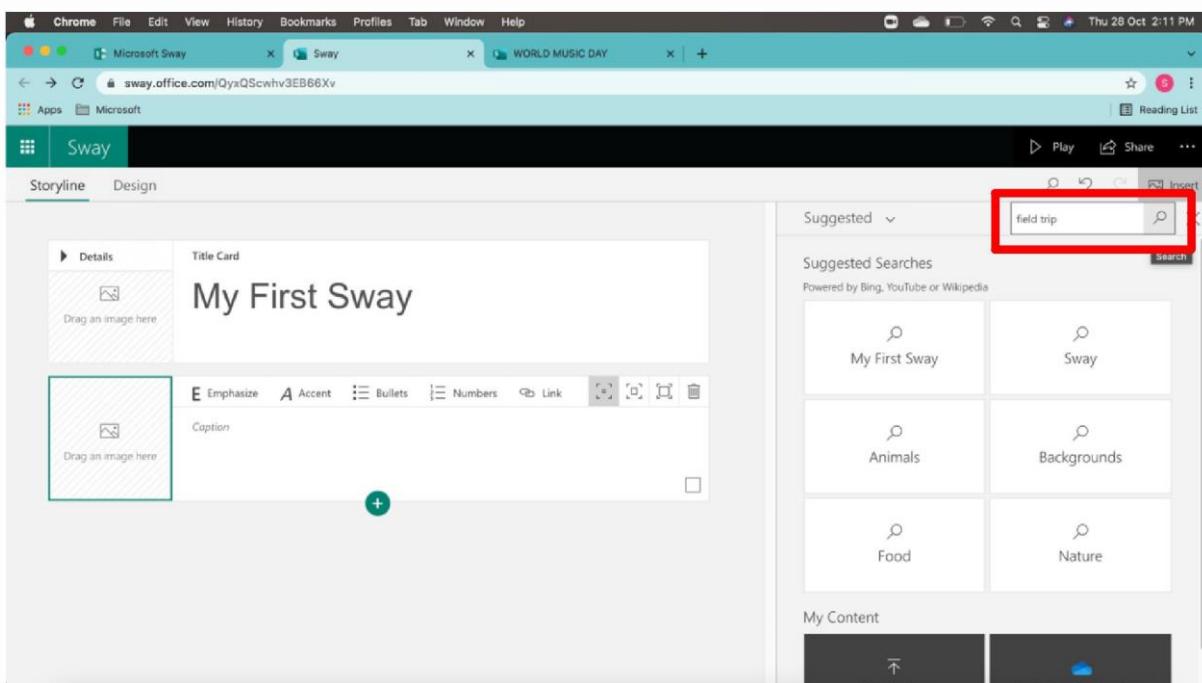




Step 5: Click on Image



Step 6: Type field trip in the search bar and press enter





Step 7: Select an appropriate image and click on Add

The screenshot shows the Microsoft Sway interface. On the left, there's a title card with the text "My First Sway". On the right, a sidebar displays a grid of images related to "FIELD TRIP". A red box highlights the green "Add" button at the top right of the sidebar.

Step 8: Click on the plus sign again and click on Image. Click on Videos

The screenshot shows the Microsoft Sway interface again. The search bar at the top right now has "field trip" typed into it, and the "Videos" tab is highlighted with a red box. Below the search bar, a grid of video thumbnails is displayed, including titles like "FIELD TRIP MELANIE MARTINEZ" and "Melanie Martinez - Field Tri...".



Step 9: Select an appropriate Video and click on Add

The screenshot shows the Microsoft Sway application interface. On the left, there's a 'Title Card' section with the title 'My First Sway'. Below it, there's a 'Image Card' containing a photo of children on a field trip and some text. On the right, a sidebar titled 'Suggested' lists several video thumbnails under the heading 'Videos'. A red box highlights the 'Add' button at the top right of this sidebar.

Note: We will learn about more features in the class